

## **POLICE OFFICER FIRST CLASS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS:**

This work involves the responsibility of performing routine police work consisting of patrol, traffic regulations, escorts, and other police duty. This work may be performed in a police automobile or on foot. The entire city or assigned part thereof is patrolled and irregular conditions, circumstances, suspicious persons, and other activities are investigated. Arrests are made as required by law.

### **EXAMPLES OF WORK:**

(Note: Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Patrols assigned area on foot or in a radio cruiser car as required and gives special attention to fire trucks, ambulances, and other emergency vehicles.

Reports to headquarters any hazardous conditions found in street, sidewalks.

Investigates suspicious persons and unusual situations, maintains order in large crowds and gatherings.

Directs traffic to relieve congestion and investigates traffic accidents.

Receives and transmits radio messages in radio car and headquarters.

Serve subpoenas and executes warrants, escorts prisoners, and testifies in court when required.

Makes written report on all offenses reported to police and does other related work as instructed by superior.

### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:**

Some knowledge of modern approved principles and practices of police work;

Some knowledge of laws and ordinances governing police work;

Good knowledge of the geography of the city;

Skill and discretion in the use of firearms;

Ability to observe and remember details;

Ability to drive an automobile;

Ability to take and give both oral and written instructions;

Ability to get along with other employees and to deal courteously but firmly with the public;

Ability to complete necessary reports and records.

**REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST FOR BEGINNING WORK IN CLASS:**

Must be a regular and permanent employee in good standing in the class of Police Officer.

Must successfully pass a medical examination assuring good health and indicating, in the opinion of the board, the physical ability to perform the required work of this class before appointment;

Must successfully pass a civil service examination testing aptitude for beginning work in the class.

